



Position ChartField Assignment/Update

This job aid is a step-by-step guide for agencies that need to assign or update ChartField values at the position level.

If the Agency is using field values on the Employment page of the employee's Job Record to define financial values navigate to the Employment page and update as needed. Those steps are not part of this job aid. See the HR351 New Hire Job Aid for navigation details and screenshots of the Employment page.

Note: The user will need the role of V_PY_BUDGET_PROCESSOR to have the required access to Add or Update ChartField values on a position.

This job aid does not include updating the Department Level Budget or the Budget rollover process.

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Assign ChartField Values to a Position

1. Navigate to the **Department Budget Table USA** page using the following path:

Navigator > Setup HCM > Product Related > Commitment Accounting > Budget Information > Department Budget Table USA

The **Department Budget Table USA** search page displays.

Department Budget Table USA

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ **Search Criteria**

Set ID

=

Department

begins with

Fiscal Year

=

Budget Level

=

Position Pool ID

begins with

Job Code Set ID

begins with

Job Code

begins with

Position Number

begins with

Empl ID


begins with

Empl Record

=

☐ Include History

Limit the number of results to (up to 300):

[Basic Search](#)  [Save Search Criteria](#)

2. Click the **Add a New Value** button to add a ChartField value



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The cleared screen is displayed.

Department Budget Table USA

Find an Existing Value **Add a New Value**

Set ID 18100

Department 18100

Fiscal Year 2022

Budget Level Position

Position Pool ID

Job Code Set ID

Job Code

Position Number DLI00005

Empl ID

Empl Record 0

Add

3. In the **SetID** field, enter the **Business Unit** for the position
4. In the Fiscal Year field, enter the **Fiscal Year** the ChartField code is applicable
5. In the Budget Level field, click on the **down arrow** and select **Position**
6. In the **Position Number** field, enter the position number of the position to have a ChartField value assigned
7. Click the **Add** button



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The **Department Budget Table USA** page is displayed.

The screenshot displays the 'Department Budget Table USA' interface. At the top, there are tabs for 'Dept Budget Date', 'Dept Budget Defaults', 'Dept Budget Earnings' (which is highlighted with a red box), and 'Dept Budget Deductions'. Below the tabs, the 'Set ID' is 18100 and the 'Department' is 18100, DEPT OF LABOR AND INDUSTRY. The 'Fiscal Year' is 2022. There are three input fields with calendar icons: '*Budget Begin Date', '*Budget End Date', and '*Offset Group' (which has a search icon). Below these is the 'Budget Cap' section with two radio buttons: 'Per Budget Level' (selected) and 'Per Earn/Tax/Ded'. The 'Suspense Combination Code' section shows a search bar, a dropdown for '1 of 1', and a 'View All' link. Below this, there is a table with columns for 'Combination Code' and 'Balance'. The first row shows 'Effective Date' as 09/21/2021 (with a calendar icon), 'Effective Sequence' as 0, and a 'ChartField Details' link (highlighted with a red box). At the bottom, there are buttons for 'Save', 'Notify', 'Add', 'Update/Display', and 'Include History'. A breadcrumb trail at the very bottom reads: 'Dept Budget Date | Dept Budget Defaults | Dept Budget Earnings | Dept Budget Deductions | Dept Budget Taxes'.

8. Enter the **Budget Begin Date** (the budget year will always being as of 7/1 of the desired year
9. Enter the **Budget End Date** (the budget year will always end as of 6/30 of the desired year
10. Enter the **Offset Group** by selecting the look up icon. (this is a required field)
Note: The Suspense Combination Code will default to the system date.
11. Change the **Suspense Combination Code Effective Date** to be the date this position was active. (the effective date **MUST** fall within the Fiscal Year entered in the Budget Begin and Budget End Date values)
12. Click the **ChartField Details** link to enter the Suspense Combination code to be used for suspense activity
13. Click the **Dept Budget Earnings** tab



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The **Department Budget Table USA** page displays with the **Dept Budget Earnings** tab open.

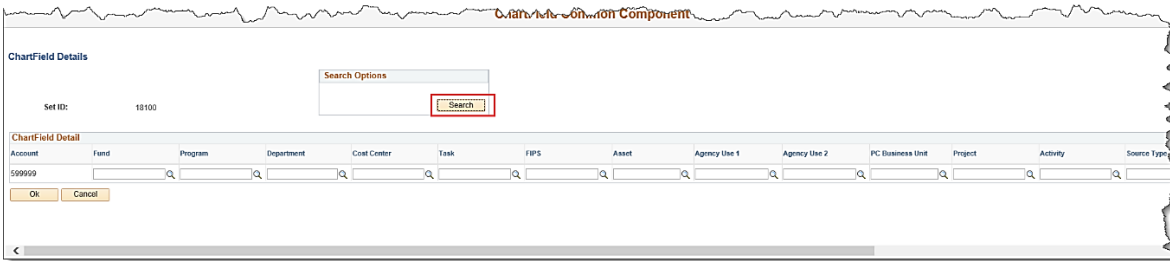
The screenshot shows the 'Department Budget Table USA' interface. At the top, there are tabs for 'Dept Budget Date', 'Dept Budget Defaults', 'Dept Budget Earnings' (which is selected), and 'Dept Budget Deductions'. Below the tabs, there are fields for 'Set ID 18100', 'Department 18100', 'DEPT OF LABOR AND INDUSTRY', and 'Fiscal Year 2022'. There are also fields for 'Budget Begin Date', 'Offset Group', and 'Budget Cap' with radio buttons for 'Per Budget Level' and 'Per Earn/Tax/Ded'. A 'Budget End Date' field is also present. Below these fields, there is a 'Default Funding Source Option' and a 'Distrib over Actual Earnings' checkbox. The main section is titled 'Level' and contains a search bar and a list of tabs: 'Department', 'Position Pool', 'Jobcode', 'Position' (selected), and 'Appointment'. Below the tabs, there are fields for 'Position Number DL100005', 'Safety & Health Consultant', '*Effective Date 09/21/2021', 'Eff Seq 0', '*Status Active', 'Date Entered 09/21/2021', 'Budget Level Cap 0.00', and '*Currency USD'. The 'Earnings Distribution' section is visible, showing a table with columns: 'Earnings Code', 'Sequence Number', 'Combination Code', 'Funding End Date', 'Fiscal Year Budget Amount', and 'Distribution %'. The first row of the table has a value of '1' in the 'Earnings Code' column. At the bottom, there are buttons for 'Save', 'Notify', 'Add', 'Update/Display', and 'Include History'.

- Click the **Combination Code Description** tab in the **Earnings Distribution** section
The **Combination Code Description** tab displays.

This screenshot shows the same interface as the previous one, but with the 'Combination Code Description' tab selected in the 'Earnings Distribution' section. The table now has columns: 'Earnings Code', 'Sequence Number', 'Combination Code', 'Combination Code Description', and 'ChartField Details'. The first row of the table has a value of '1' in the 'Earnings Code' column. The 'ChartField Details' column is highlighted with a red box, and a link labeled 'ChartField Details' is visible within this column. The buttons at the bottom remain the same.

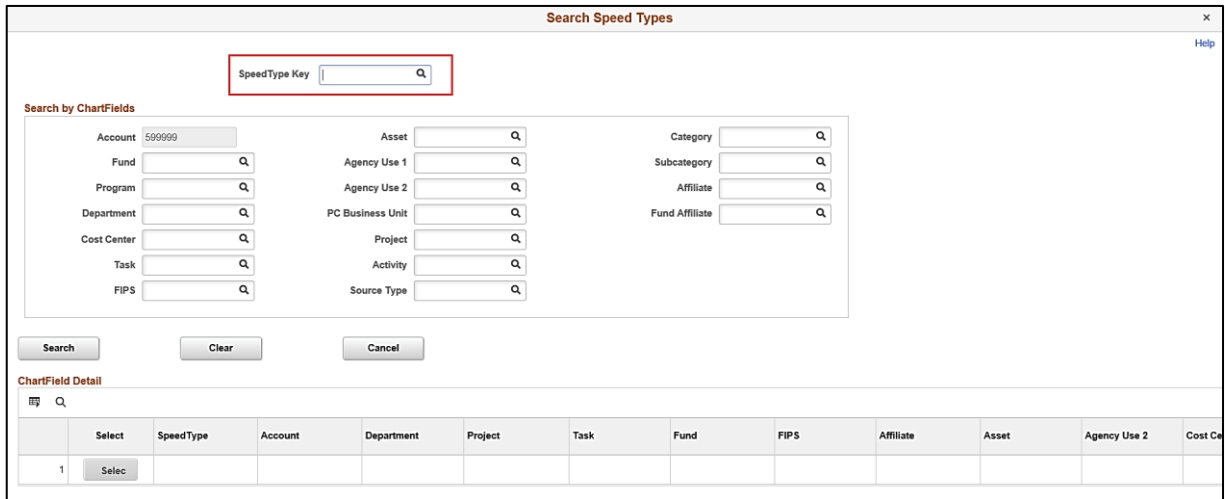
- Click the **ChartField Details** link

The **ChartField Details** fields display.



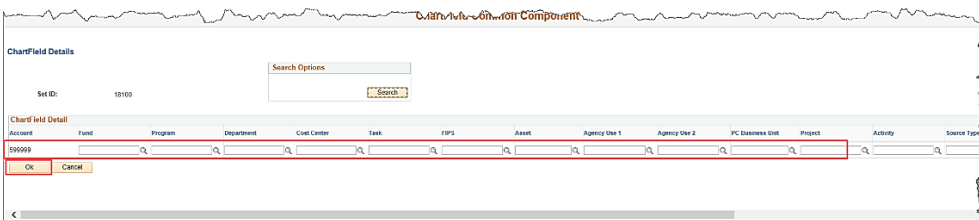
16. If the Agency is using SpeedType values click the search in the Search Options box. If the agency is not using SpeedTypes move to step 20

The **Search Options** box displays.



17. Enter the **SpeedType Key** and click search
18. Click the desired **SpeedType** values. Skip to step

The **ChartField Common Component** window displays and the fields are blank. (Except **Account** which defaults to **599999**.)



19. Using valid combination codes **enter the new ChartField codes**

Note: If an invalid ChartField combination was entered, the user will receive a message indicating the combination is invalid

20. Click **Ok**



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The following screen is displayed.

The screenshot shows the 'Department Budget Table USA' interface. The 'Level' section is set to 'Position'. The 'Position Number' is 'DLI00005' and the 'Position' is 'Safety & Health Consultant'. The 'Earnings Distribution' section is active, showing a table with one row. The 'Sequence Number' field is highlighted with a red box.

Earnings Code	*Sequence Number	Combination Code	Combination Code Description	ChartField Details
1	<input type="text" value="1"/>	000442559	User Account 000442559	ChartField Details

21. In the **Sequence Number** field enter 1
22. If additional funding is required click the **Add a row using the plus icon** and repeat steps 20 – 23. In the Sequence Number field enter the next sequential number. (In this example it would be the user would enter 2)

The screenshot shows the 'Department Budget Table USA' interface. The 'Level' section is set to 'Position'. The 'Position Number' is 'DLI00005' and the 'Position' is 'Safety & Health Consultant'. The 'Earnings Distribution' section is active, showing a table with two rows. The 'Distributed' tab is selected, and the 'Sequence Number' field for the second row is highlighted with a red box.

Earnings Code	*Sequence Number	Combination Code	Combination Code Description	ChartField Details
1	<input type="text" value="1"/>	000442559	User Account 000442559	ChartField Details
2	<input type="text" value="2"/>	000442571	User Account 000442571	ChartField Details

23. If split funding is required, click the **Distributed** tab. If split funding is **NOT** required continue to **step 27** to **save** the action



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The **Distribution** section is displayed.

The screenshot shows the 'Earnings Distribution' section of the HR351 Position ChartField Assignment/Update form. The form is titled 'Lev...' and has a 'View' button. It includes radio buttons for 'Department', 'Position Pool', 'Jobcode', 'Position', and 'Appointment'. The 'Position' radio button is selected. The form displays the following information:

- Position Number: DL100005
- Safety & Health Consultant
- *Effective Date: 09/21/2021
- Eff Seq: 0
- *Status: Active
- Date Entered: 09/21/2021
- Budget Level Cap: 0.00
- *Currency: USD

The 'Earnings Distribution' section is highlighted with a red border. It contains a table with the following columns: Earnings Code, *Sequence Number, Combination Code, Distributed, and % Effort. The table has two rows of data:

Earnings Code	*Sequence Number	Combination Code	Distributed	% Effort
1	1	000442559	<input type="checkbox"/>	50
2	2	000442571	<input type="checkbox"/>	50

Below the table, there are buttons for 'Save', 'Notify', 'Add', 'Update/Display', and 'Include History'. The 'Save' button is highlighted with a red border.

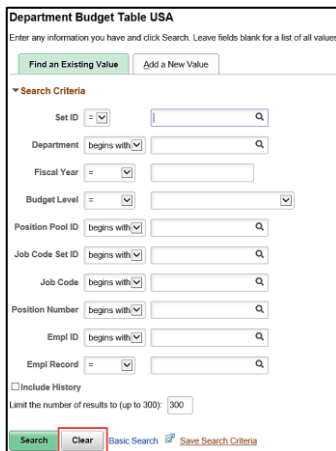
24. For each Combination Code enter the percent to be charged in the % Effort field
25. Click the **Save** button

Update ChartField Values for a Position

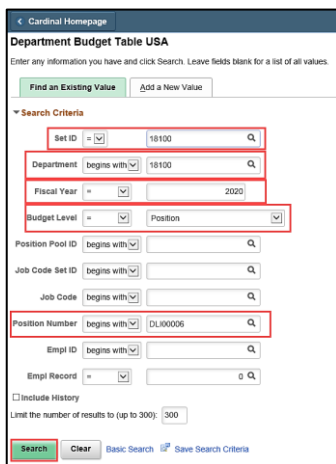
1. Navigate to the **Department Budget Table USA** page using the following path:

Navigator > Setup HCM > Product Related > Commitment Accounting > Budget Information > Department Budget Table USA

The **Department Budget Table USA** search page displays.



2. Click the **Clear** button to remove any existing values in the search criteria fields



3. In the **SetID** field, enter the **Business Unit** for the position
4. In the **Department** field, enter the **Department** the position
5. In the **Fiscal Year** field, enter the **Fiscal Year** the ChartField code is applicable
6. In the **Budget Level** field, enter the budget level **Position**
7. In the **Position Number** field, enter the position number of the position to have a ChartField value assigned
8. Click **Search**



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The **Department Budget Table USA** page is displayed.

The screenshot shows the 'Department Budget Table USA' interface. At the top, there are four tabs: 'Dept Budget Date', 'Dept Budget Defaults', 'Dept Budget Earnings' (highlighted with a red box), and 'Dept Budget Deductions'. Below the tabs, the following information is displayed:

- Set ID: 18100, Department: 18100, DEPT OF LABOR AND INDUSTRY
- Fiscal Year: 2020
- *Budget Begin Date: 07/01/2019, *Budget End Date: 06/30/2020
- *Offset Group: STATE, State Offset

Below this is the 'Budget Cap' section with two radio buttons: 'Per Budget Level' (selected) and 'Per Earn/Tax/Ded'.

The 'Suspense Combination Code' section includes a search bar, a dropdown for '1 of 1', and a 'View All' link. Below this, the following information is displayed:

- *Effective Date: 07/01/2019, Effective Sequence: 0
- Combination Code: 000433351, User Account: 000433351
- Balance: 0.00

At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', 'Update/Display', and 'Include History'. A breadcrumb trail at the very bottom reads: 'Dept Budget Date | Dept Budget Defaults | Dept Budget Earnings | Dept Budget Deductions | Dept Budget Taxes'.

9. Click the **Dept Budget Earnings** tab

The **Department Budget Table USA** page displays with the **Dept Budget Earnings** tab open.

The screenshot shows the 'Department Budget Table USA' interface with the 'Dept Budget Earnings' tab selected. The following information is displayed:

- Set ID: 18100, Department: 18100, DEPT OF LABOR AND INDUSTRY, Fiscal Year: 2020
- Budget Begin Date: 07/01/2019, Offset Group: STATE
- Budget End Date: 06/30/2020
- Default Funding Source Option: Distrib over Actual Earnings

Below this is the 'Budget Cap' section with two radio buttons: 'Per Budget Level' (selected) and 'Per Earn/Tax/Ded'.

The 'Level' section includes a search bar, a dropdown for '1 of 1', and a 'View All' link. Below this, the following information is displayed:

- Position Number: DL00006, Safety & Health Compliance Off
- *Effective Date: 07/01/2019, Eff Seq: 0, *Status: Active
- Budget Level Cap: 0.00, *Currency: USD

At the bottom right, there are buttons for 'Add' (highlighted with a red box) and 'Update/Display'.

10. Click the **Add** a row icon



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A row is added.

Set ID 18100 Department 18100 DEPT OF LABOR AND INDUSTRY Fiscal Year 2020
Budget Begin Date 07/01/2019 Offset Group STATE
Budget End Date 06/30/2020
Default Funding Source Option Distrib over Actual Earnings

Budget Cap
☒ Per Budget Level ☐ Per Earn/Tax/Ded

Level
Position Number DL00006 Safety & Health Compliance Off
*Effective Date 09/22/2021
Eff Seq 1 *Status Active Date Entered 09/22/2021
Budget Level Cap 0.00 *Currency USD

Earnings Distribution

Earnings Code	*Sequence Number	Combination Code	Funding End Date	Fiscal Year Budget Amount	Distribution %
1	1	000442559			50.000
2	1	000442571			50.000

Save Return to Search Notify Add Update/Display Include History

- Click in the **Effective Date** field and select the new effective date. (The effective date MUST fall within the Fiscal Year entered in the Budget Begin and Budget End Date values)

Set ID 18100 Department 18100 DEPT OF LABOR AND INDUSTRY Fiscal Year 2020
Budget Begin Date 07/01/2019 Offset Group STATE
Budget End Date 06/30/2020
Default Funding Source Option Distrib over Actual Earnings

Budget Cap
☒ Per Budget Level ☐ Per Earn/Tax/Ded

Level
Position Number DL00006 Safety & Health Compliance Off
*Effective Date 01/01/2020
Eff Seq 0 *Status Active Date Entered 09/22/2021
Budget Level Cap 0.00 *Currency USD

Earnings Distribution

Earnings Code	*Sequence Number	Combination Code	Funding End Date	Fiscal Year Budget Amount	Distribution %
1	1	000442559			50.000
2	1	000442571			50.000

Save Return to Search Notify Add Update/Display Include History

- Click the **Combination Code Description** tab in the **Earnings Distribution** section



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The **Combination Code Description** page is displayed.

Set ID 18100 Department 18100 DEPT OF LABOR AND INDUSTRY Fiscal Year 2020
Budget Begin Date 07/01/2019 Offset Group STATE Budget Cap
Budget End Date 06/30/2020
Default Funding Source Option Distrib over Actual Earnings

Level
Department Position Pool Jobcode Position Appointment
Position Number DL00006 Safety & Health Compliance Off
*Effective Date 01/01/2020 Eff Seq 0 *Status Active Date Entered 09/22/2021
Budget Level Cap 0.00 *Currency USD

Earnings Distribution
Combination Code Distributed Earning Code Description Combination Code Description Exclusion Fringe Group Redirect Combo Code
Earnings Code *Sequence Number Combination Code Cmbination Code Description ChartField Details
1 1 000442559 User Account 000442559 ChartField Details + -
2 1 000442571 User Account 000442571 ChartField Details + -

Save Return to Search Notify Add Update/Display Include History

13. Make the applicable update to the ChartField values. In this example a ChartField Combination is being deleted. If the ChartField values need to be changed click the ChartField Details and update as needed. Examples of this approach are in the Assign ChartField Value to a Position section of this document.
14. Click the **minus icon** to delete the row that is no longer applicable
15. Click on the **Distributed tab** to update the percentage that will be charged



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The **Distributed** tab is displayed.

Dept Budget Date | Dept Budget Defaults | **Dept Budget Earnings** | Dept Budget Deductions >

Set ID 18100 | Department 18100 | DEPT OF LABOR AND INDUSTRY | Fiscal Year 2020

Budget Begin Date 07/01/2019 | Offset Group STATE | **Budget Cap**

Budget End Date 06/30/2020

Default Funding Source Option Distrib over Actual Earnings

Level | 1 of 2 | View All

Department | Position Pool | Jobcode | **Position** | Appointment

Position Number DL00006 | Safety & Health Compliance Off

*Effective Date 01/01/2020 | Eff Seq 0 | *Status Active | Date Entered 09/22/2021

Budget Level Cap 0.00 | *Currency USD

Earnings Distribution | 1-1 of 1 | View All

Earnings Code	*Sequence Number	Combination Code	Distributed	% Effort
1	1	000442571	<input checked="" type="checkbox"/>	<input type="text"/>

Save | Return to Search | Notify | Add | Update/Display | Include History

16. Enter the new percentage to be charged to this account by placing the cursor in the **% Effort** field and entering the percentage. (The percentage will need to equal 100)

Dept Budget Date | Dept Budget Defaults | **Dept Budget Earnings** | Dept Budget Deductions >

Set ID 18100 | Department 18100 | DEPT OF LABOR AND INDUSTRY | Fiscal Year 2020

Budget Begin Date 07/01/2019 | Offset Group STATE | **Budget Cap**

Budget End Date 06/30/2020

Default Funding Source Option Distrib over Actual Earnings

Level | 1 of 2 | View All

Department | Position Pool | Jobcode | **Position** | Appointment

Position Number DL00006 | Safety & Health Compliance Off

*Effective Date 01/01/2020 | Eff Seq 0 | *Status Active | Date Entered 09/22/2021

Budget Level Cap 0.00 | *Currency USD

Earnings Distribution | 1-1 of 1 | View All

Earnings Code	*Sequence Number	Combination Code	Distributed	% Effort
1	1	000442571	<input checked="" type="checkbox"/>	100.00

Save | Return to Search | Notify | Add | Update/Display | Include History

17. Click **Save**

Note: The ChartField values are saved applicable on the new effective date.